



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 1530.2A
BUMED-05/NSHS-00
12 Jun 97

BUMED INSTRUCTION 1530.2A

From: Chief, Bureau of Medicine and Surgery
To: Ships and Stations Having Medical Department Personnel
Subj: ADMINISTRATIVE PROCEDURES FOR THE MEDICAL ENLISTED
COMMISSIONING PROGRAM (MECP)

Ref: (a) BUPERSINST 1131.3
(b) SECNAVINST 5214.2B

Encl: (1) Procedures for Administration of the MECP

1. Purpose. To issue procedures for administration of the MECP.
2. Cancellation. BUMEDINST 1530.2.
3. Background

a. Reference (a) established a program of study leading to administration of the MECP and established instructional requirements for all participants.

b. These procedures are prepared as guidance for naval authorities, students enrolled in the program, and for the information of participating college officials. They provide direction and guidelines established by the Chief, Bureau of Naval Personnel (BUPERS) and the Chief, Bureau of Medicine and Surgery (BUMED). These procedures are flexible, where possible, to provide some latitude in considering various actions. The intent is that each administrative action promotes the best interest of the naval service, the student, and the institution.

4. Action

a. MECP students are assigned on a permanent change of station (PCS) basis to the naval activity nearest the college or university they are attending. The Naval School of Health Sciences (NSHS) will provide a copy of this instruction to the colleges having MECP students enrolled.

b. Commanding officers or officers in charge of assigned MECP students must ensure all students read and are familiar with the procedures and requirements of this instruction.

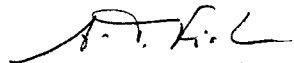
5. Forms

a. NAVPERS 1301/1 (Rev. 10-83), Officer Preference and Personal Information Card, S/N 0106-LF-013-0109 is available from the Navy Supply System and may be requisitioned per CD ROM NAVSUP PUB 600 (NLL).

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b. NAVCRUIT 1000/20 (Rev. 4-88), Officer Appointment, Acceptance, and Oath of Office is available from Commander, Navy Recruiting Command (Code 13).

6. Reports Exemption. The reporting requirements contained in this instruction are exempt from reports control per reference (b), paragraph G8.


S. T. FISHER
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Available at:
<http://support1.med.navy.mil/bumed/instruct/external/external.htm>

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PROCEDURES FOR ADMINISTRATION OF THE MECP

PART I

PROGRAMS OF INSTRUCTION

1. General Policy

a. The MECP is an upward mobility program for outstanding career-motivated enlisted personnel on active duty in the Navy or Naval Reserve. The program provides an opportunity to complete the requirements for a Baccalaureate Degree in Nursing. Graduates will earn a commission as a Nurse Corps officer in the United States Naval Reserve. Selectees receive full pay and allowances for their enlisted pay grade and are eligible for advancement during the course of instruction.

b. Selectees will attend a school of nursing accredited by the National League for Nursing and approved by the Chief, Bureau of Medicine and Surgery. Selectees will be ordered on a PCS basis to the naval activity nearest the college or university for administrative purposes. Tuition, fees, books, and other expenses incurred while the selectee participates in the MECP will be paid by the selectee. Candidates are expected to complete degree requirements for a Bachelor of Science in Nursing in not more than 36 calendar months, attending school full-time, year-round. Advanced academic standing may be granted at the discretion of the individual school; however, candidates so advanced are expected to complete degree requirements in a proportionately reduced period of time. If disenrolled from the MECP at any time, candidates will be issued PCS orders to a new assignment to complete their remaining active duty service obligation.

2. Notification of Selection. As soon as practicable after adjournment of the selection board, selected applicants must be notified by a naval administrative message. This notification must contain a request for the following information:

a. The name, location, and point of contact at the institution where the course of study is desired.

b. The office location, mailing address, and Defense Switched Network (DSN) and commercial telephone numbers of the present command point of contact.

3. Programs of Study

a. Before registering for each term, students will meet with the school's nursing academic advisor to plan course selection. Once approved, term schedules may not be changed without approval

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of the cognizant advisor and the Commanding Officer, NSHS Bethesda, (Code ON).

b. Students are required to carry a full academic load, as defined by the institution. Courses deemed to be recreational or avocational in nature will not be approved as a part of the full academic load. Courses for which credit has been previously awarded will not be approved as part of the full academic load.

c. Students desiring to carry more than 6 semester hours or 9 quarter hours beyond a full academic load, as approved by their academic advisor, must receive prior approval from NSHS Bethesda via their commanding officer.

d. Enrollment will be a continuous, full-time study program, including summer sessions.

e. In all cases where the sequence of courses scheduled by the institution (and not the fault of the student) results in an extended graduation date, authorization must be obtained from NSHS Bethesda.

4. Advanced Standing. The commanding officer will work closely with the student and institution to ensure maximum credit is awarded, consistent with institutional policy and the individual's background. Students must claim previously earned transferrable credits. The objective is for the student to complete the program in the least amount of time, while maintaining prescribed academic standards.

5. Class Attendance. Students must attend all scheduled classes (regardless of an institution's policy permitting unexcused class "cuts"), unless excused by the instructor for sufficient cause. This requirement extends to seminars, preparatory sessions, workshops, or other special programs in which the student is enrolled, or is required to attend, regardless of whether credit is offered or attendance is compulsory for other students. Failure to attend classes is cause for disenrollment from the program.

6. Extracurricular Activities. Students are permitted and encouraged to participate in campus or other extracurricular activities (including athletics) provided such participation does not interfere with the Standards of Conduct (SECNAVINST 5370.2J) or their academic endeavors, and they maintain acceptable academic standards.

7. Graduation. Upon graduation, students will provide a final official transcript and a copy of their diploma to Naval School of Health Sciences (Code ON), 8901 Wisconsin Avenue, Bethesda, MD 20889-5611. NSHS Bethesda will forward the original transcript to BUPERS (Pers-1031D) for placement in personnel record.

PART II
STANDARDS

1. General

a. MECP students represent the Navy in a largely civilian environment; their individual actions can have a far-reaching effect on other Navy efforts, i.e., recruiting, retention, and public awareness.

b. Navy commands and activities with MECP students assigned must be thoroughly familiar with their students' progress and academic standing. The commanding officer must maintain close contact with the student and immediately notify NSHS Bethesda of problems.

2. Military Standards

a. All MECP students are expected to conduct themselves as outstanding enlisted naval personnel. As such, they are to continually demonstrate high standards of character, sense of duty, patriotism, financial responsibility, and personal conduct.

b. Navy grooming standards must be maintained by MECP students during their tenure in the program. Commanding officers must inspect MECP students in uniform at least once each quarter. The command may establish procedures to require MECP students to wear their uniform to classes once each week.

3. Academic Standards

a. All MECP students are expected to maintain high levels of academic performance.

b. Students falling below a 2.5 grade point average (GPA) on a 4.0 scale during any one term may be placed on academic probation by NSHS Bethesda; failure to attain a 2.5 GPA by the end of the following term may lead to disenrollment. Course failures will be processed following institutional policy.

4. Disenrollment

a. The commanding officer will report to NSHS Bethesda the name of any student whose academic performance is unsatisfactory or whom the institution deems incapable of successful completion of the prescribed program of study. Extenuating circumstances which may have contributed to the student's academic difficulties should be noted (MECP Student Unsatisfactory Performance Notification, see part IV, paragraph 1a(4)).

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b. Commanding officers of students who display poor motivation, unsatisfactory personal conduct, lack of responsibility, etc., will report to NSHS Bethesda using MECP Student Unsatisfactory Performance Notification, with a recommendation for continuance or disenrollment. NSHS Bethesda will make the determination either to continue or disenroll the student and send information copies to MED-05, MED-OONC, and BUPERS (Pers-211M5). MECP students who are recommended for disenrollment for other than academic reasons will be given the opportunity to submit statements on their behalf to Chief, BUMED via their commanding officer and NSHS Bethesda. Such statements must be submitted with the commanding officer's report and a college or university academic report if appropriate.

c. Because of the short time intervals between the end of one term and the beginning of the next, an initial report of unsatisfactory performance will be communicated to NSHS Bethesda via telephone, followed by written notification using the MECP Student Unsatisfactory Performance Notification.

d. Upon notification by NSHS Bethesda of the student's disenrollment, an Availability Report (BUPERS 1306-173) will be submitted in message format to BUPERS by the individual's commanding officer with a copy to BUMED and NSHS Bethesda (Enlisted Transfer Manual, chapter 20 refers). Individuals who have been reported available for reassignment will not be enrolled for the next term.

PART III

ADMINISTRATION

1. General. Close coordination among the student's commanding officer, personnel support detachment (PSD), and NSHS Bethesda is vital for effective program administration. The commanding officer and NSHS Bethesda are responsible for academic counseling, enrollment procedures, submission of grade reports, and academic tracking throughout the program.

2. Leave. MECP students will be granted leave per current Navy regulations. Except for emergency reasons, leave will not be granted during any academic semester, quarter, or instructional period. Within the purview of established regulations, the commanding officer may grant "time-off" during academic recesses providing the student does not leave the assignment area. The objective is to provide adequate respite from academic demands and to ensure sound health throughout their program enrollment.

3. Dual Enrollment and Transfers. MECP students will not be permitted dual enrollment or to transfer from one college to another.

4. Advancement in Rating. Students are eligible for advancement in rating, following established procedures, while enrolled in MECP. Military and Personnel Advancement Requirement (PAR) records will be maintained by the organization maintaining those for the unit of assignment. The PAR and leadership test prerequisites for the advancement examination are waived for MECP students while enrolled in the program.

5. Performance Evaluations

a. Lack of a meaningful evaluation is potentially discriminatory to the MECP student. The limited observation of individual participants, and the total number of participants pose unusual demands on those responsible for submitting evaluation reports. Therefore, special efforts should be made to observe MECP students. Comments from the student's nursing academic advisor are helpful and should be sought.

b. To maintain a reasonable degree of uniformity, all students will be evaluated per BUPERSINST 1610.10. Students will be assigned marks in all categories on the enlisted evaluation report wherever possible, but will not normally be assigned marks for "Performance" or "Leadership." Additionally, statements concerning aptitude, perceived potential for completing the program, military bearing, knowledge of current Navy missions, and overall "whole person" concept should be included in the

remarks section. Wherever possible, statements regarding participation in extracurricular activities (such as scouts, work with the handicapped, etc.) should be included.

6. Military Instruction. Commanding officers must provide periodic (as needed) military instruction for MECP students to keep them: (1) aware of their military responsibilities; and (2) informed of new policies and developments in the naval service. This military instruction must not interfere with the student's academic pursuits. No academic credit will be given for military instruction.

7. Military Inspection and Wearing of Uniform

a. A minimum of once per quarter, MECP students are required to appear in uniform before the individual who writes their performance evaluation. Commanding officers have the latitude to establish dates and times for these inspections, not to interfere with the student's academic schedule. During these appearances, the responsible senior should also determine student progress (or lack of same) through a discussion of academic activities, goals, and challenges. This information will aid in preparing a meaningful evaluation.

b. Commanding officers must administer physical readiness testing following current program requirements. Failure to comply with Navy physical fitness standards may be cause for termination from the MECP.

c. All MECP students are permitted to wear appropriate civilian attire while enrolled in the program. Their personal appearance must be consistent with the standards expected when wearing the uniform. Students should be encouraged to wear their uniform on campus at least once each week.

8. Disciplinary Actions

a. Commanding officers of students whose conduct is inconsistent with the standards of the Navy or the institution; who apply insufficient effort towards their studies; who have unsatisfactory attendance records; or, who fail to comply with Navy physical fitness standards must issue timely warnings to the student with a copy to NSHS Bethesda. Should the situation persist after due counseling and warnings, the commanding officer must report to NSHS Bethesda with appropriate recommendations.

b. The requirement for a warning does not apply when students are suspected of major offenses, are being detained by civil or military authorities, or have been released pending case presentation to grand juries or trial on formal charges.

c. Nonjudicial punishment, when appropriate, is the responsibility of the commanding officer. Keep NSHS Bethesda informed of such actions.

9. Off-Duty Employment. In general, off-duty employment is discouraged. The duty assignment of MECP students differs from most other duty assignments because the time required to study absorbs most of the student's time when not actually attending classes. Outside work may fatigue the individual to the detriment of serious and concentrated study. Accordingly, commanding officers will examine critically all requests to participate in off-duty employment.

10. Navy Enlistment Agreement

a. Six years total obligated service must be incurred in exchange for the opportunity to pursue the baccalaureate degree. There is no relationship between the obligated service requirement and the number of months of schooling received. The time enrolled in MECP counts toward the 6-year obligation. Students disenrolled from MECP must serve executed extensions of enlistment or active duty as set forth in MILPERSMAN article 1050300 concerning extension of enlistment to obtain a course of instruction.

b. The commanding officer must execute the reenlistment or extension of enlistment as applicable.

(1) Members who meet the obligated service requirement, by extending up to the maximum permissible 4 years, will include the following reason for extension on the Agreement to Extend Enlistment, page 1A of the Enlisted Service Record: "I understand that upon enrollment in the Medical Enlisted Commissioning Program, this extension becomes binding and may not thereafter be canceled except as provided by the MILPERSMAN."

(2) Members who cannot meet the obligated service requirement by agreeing to extend up to the maximum permissible 4 years, who would suffer monetary loss, or who are required to reenlist more than 3 months before expiration active obligated service, must sign the following entry on the Administrative Remarks, page 13, of the Enlisted Service Record, before transfer: "I am unable to incur additional obligated service at this time without suffering monetary loss. I agree to reenlist or extend my enlistment, at such time as I become eligible, for a period which will equal or exceed the 6-year obligated service requirement in exchange for entrance in the Medical Enlisted Commissioning Program."

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(3) Upon completion of the MECP, officer candidates will receive a superseding appointment as Ensign, Nurse Corps, United States Naval Reserve. This appointment obligates the MECP graduate to 4 years of active commissioned service.

(4) Newly commissioned officers must complete officer indoctrination school, and take the first registered professional nurse licensing examination offered (completing registration as required). Individuals are responsible for all fees related to obtaining and maintaining licensure.

11. Officer Preference and Personal Information Cards, (NAVPERS 1301/1). MECP students will receive NAVPERS 1301/1 from NSHS Bethesda approximately 6 months before anticipated graduation date. Students will indicate their duty preferences, with assistance from their command, and return the completed NAVPERS 1301/1 to NSHS Bethesda (Code ON) who will forward them to BUPERS (Pers-4415) for processing per MILPERSMAN article 1820140.

12. Precommissioning and Oath of Office. The commanding officer of the MECP student will receive the Officer Appointment, Acceptance, and Oath of Office, NAVCRUIT 1000/20 from Navy Recruiting Command (NAVCRUITCOM) (Code 13), upon notification by BUPERS (Pers-251), approximately 3 months before anticipated graduation date for appropriate action.

13. Records Maintenance and Disposition

a. Military personnel service records of students must be maintained by the PSD serving the command to which the student is assigned for administrative purposes.

b. Education records of selectees must be maintained by NSHS Bethesda after the selections have been made.

c. Students must submit transcripts to their commanding officer for forwarding to NSHS Bethesda at the completion of each term of instruction.

d. Commanding officers must submit student rosters to NSHS Bethesda within 30 days following student enrollment.

e. Commands holding student academic records will maintain them until the student graduates or is disenrolled. Upon graduation or disenrollment, academic records must be forwarded to NSHS Bethesda, including a copy of the student's orders to their next duty station and a final transcript or grade report.

14. Student Enrollment and Other Fees. Students pay all fees incurred during program participation. While students may not use tuition assistance to pay for their tuition, eligible students may use the Department of Veterans Affairs "GI" bill or Veterans Education Assistance Program. Students who are offered scholarships or financial assistance by their school of assignment must receive permission from NSHS Bethesda before accepting same. In some instances, basic opportunity grants may be available. The commanding officer and the institution will supply information on these programs.

15. Reports and Official Requests. All reports and official requests concerning MECP will be directed to NSHS Bethesda (Code ON), Bethesda, MD 20889-5611.

PART IV

REPORTS

1. General. Submit the following reports to NSHS Bethesda:

a. MECP Student's Commanding Officer

(1) MECP Student Roster. A locally prepared report submitted within 30 days of MECP student enrollment. Provide information as indicated in appendix A. Submit rosters only as new enrollments or changes in current student status occur.

(2) MECP Monthly Telephone Notification. Call the MECP manager at NSHS Bethesda by the 5th work day of each month to report the current status of all MECP students.

(3) MECP Student Grade Notification. Forward copies of college-provided, machine-printed (where available) grade reports showing term and cumulative GPA on each MECP student at the completion of each term of instruction.

(4) MECP Student Unsatisfactory Performance Notification. Submit in letter format; include recommendations and corrective actions.

(5) MECP Withdrawal Notification. Submit in letter format when voluntary withdrawal occurs.

b. Commanding Officers of Administrative Commands. Forward an Availability Report, BUPERS 1306-173, to BUPERS immediately upon disenrollment of a student (with copy to NSHS Bethesda). (Enlisted Transfer Manual, NAVPERS 159090, chapter 20, refers.)

c. MECP Responsibilities. Use appendix B as a guide for delineating the MECP responsibilities.

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SAMPLE FORMAT FOR MECP STUDENT ROSTER
(BUMEDINST 1530.2A REFERS)

From: To: Commanding Officer
Naval School of Health Sciences
8901 Wisconsin Avenue (Code ON)
Bethesda, MD 20889-5611

Name of College:

Address:

Date:

Name	Rate	SSN	Date Enrolled	Academic Major	Credits NAVSCOL/Other	Est. Grad Date
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MECP RESPONSIBILITIES

NSHS Bethesda

1. Remain in close contact with MECP students, keeping the administrative command and NSHS-ON informed of student progress and academic standing.
2. Receive grade reports, rosters, monthly telephone reports, unsatisfactory performance, and disenrollment notifications from the commanding officer and inform BUPERS Pers-211M5 via NSHS-ON as appropriate.
3. Upon student graduation, obtain PCS orders and retain with academic file (including final transcript or grade report).
4. Plan course selections with student and counselor.
5. Oversee admission process between student and institution (use information packet).

Personnel Office

1. Maintain service records of MECP students.
2. Maintain PAR records.
3. Maintain performance evaluations.
4. Obtain advancement in rate examinations.

Commanding Officer

1. Provide MECP regulations to students and institutions.
2. Report on performance (including evaluations) of MECP students.
3. Issue conduct warnings or Nonjudicial punishment; inform NSHS Bethesda.
4. Upon graduation or disenrollment, submit an availability message to BUPERS (with information copy to NSHS Bethesda and BUMED (MED-05)).
5. Inspect students in uniform once each quarter. Administer physical readiness test.
6. Authorize leave during recesses.
7. Provide instruction concerning naval policies and developments.
8. Conduct enlistment extensions, reenlistments, and administer advancement in rate examinations.
9. Administer Oath of Office. Upon graduation, complete the Officer Appointment, Acceptance, and Oath of Office, NAVCRUIT 1000/20.